

THIS AGREEMENT made this 20th day of June , 1972, between the Camden County Welfare Board, hereinafter referred to as the Board, and the Camden County Welfare Board Employees' Association, hereinafter referred to as the Association, has as its purpose the promotion of harmonious relations between the Board and the Association in order that continuous and efficient service be rendered to the community.

INTRODUCTORY STATEMENT

It is the intention of both the Board and the Association that this Agreement effectuate the policies of the NJSA 34:13A-1 et seq. and be construed in harmony with the Rules and Regulations of the New Jersey Civil Service Commission.

WITNESSETH:

WHEREAS, the Association has presented proof that it represents a majority of public employees in a professional negotiating unit in accordance with NJSA 34A-5.3 and has also submitted proof that by a vote of said professional personnel it has agreed to admit clerical and paraprofessional employees to its association; and

WHEREAS, the Board and the Association have in good faith conducted negotiations with respect to grievances and terms and conditions of employment, and

WHEREAS, it is agreed that all the rights, powers, prerogatives and authorities that the Board had prior to the signing of this agreement are retained by the Board except those and only to the extent that they are specifically abridged or modified by this Agreement. It is further agreed that the said management rights are not subject to any grievance procedures set forth in Article X hereof.

### ARTICLE I

The Employer recognizes the Association as the exclusive representative for collective negotiations with respect to establishing salaries, wages, hours and other conditions of employment for all of the employees of the Board but excluding the Director, Deputy Director, Administrative Supervisors of the Board, Training Supervisor and Legal Staff. Included in the Association shall be all employees, as stated above, whether temporary, provisional or permanent employees of the Board.

### ARTICLE II

The Board, upon receipt of a duly authorized assignment form, in writing, signed by the member of the Association, agrees to deduct, from the second pay check, each month, the established monthly dues of the Association. It is further agreed that only 12 such deductions shall be made during the calendar year. It is further agreed that the Board shall remit such deductions to the Association prior to the 10th day of the month following the month for which deductions are made. Any change in the amount of dues to be deducted shall be submitted to the Board by the Association at least 30 days prior to the date on which the deduction of Association dues is to be made.

### ARTICLE III

A. The normal work week from January 1, 1972 to December 31, 1972, shall consist of 32-1/2 hours per week, 6-1/2 hours per day, five days per week.

B. The Director or his designee may stagger lunch hours so that the public may be served, and such lunch hour shall not be construed as an hour of work in the 6-1/2 work hour day.

C. In the event of emergencies, hours other than the customary 6-1/2 hour work day may be required by the Board of the employees.

D. All employees shall be compensated at 1-1/2 times their regular straight time hourly rate of pay for all hours worked beyond their normal work week, subject to approval of the Director or Deputy Director.

#### ARTICLE IV

Seniority, which is defined as continuous service with the Board, will be given due consideration by the Board, with respect to promotions.

#### ARTICLE V

A. The legal paid holidays, as specified by the Department of Institutions and Agencies, are as follows:

New Years	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	General Election Day
Good Friday	Veteran's Day
Memorial Day	Thanksgiving
Independence Day	Christmas

In addition to the aforementioned holidays, the Board will grant a holiday when the Board of Chosen Freeholders of Camden County declares a holiday for all County employees other than those

holding constitutional positions. In the event any of the above holidays falls on a Sunday, it shall be celebrated on the following Monday. If any of the above holidays falls on a Saturday, it shall be observed only if and as directed by the Board of Freeholders for all County employees.

B. The employee shall be eligible for holiday pay if he worked his last scheduled day prior to the holiday and also worked his first scheduled day after the holiday unless he is excused by the Board or is absent for reasonable cause, in the discretion of the Board, or is taking his or her personal day as provided for in this agreement.

C. If the holiday falls during an employee's vacation, It shall not be charged against his vacation allowance.

D. In the event an employee works on any of the above holidays, he shall be compensated at 1-1/2 times for all hours worked on a holiday in addition to his holiday pay.

#### ARTICLE VI

A. Permanent employees shall be granted vacation leave as follows:

1. One working day for each month of employment during the first calendar year of employment.
2. Twelve working days after the first calendar year of employment up to and including 10 years of employment.
3. Fifteen working days after the first ten years of employment and up to and including the 20th year of employment.
4. Twenty working days after 20 years of employment.

B. Temporary employees shall be granted one working day of vacation for each full month of employment.

C. No vacation leave in excess of the amount actually earned will be approved in anticipation of continued employment.

#### ARTICLE VII

All employees on the payroll for a period of 90 days or more shall be eligible to receive two personal holidays with pay subject to the following conditions.

1. Requests must be made in writing in advance of the requested day from the employee's immediate superior.

2. Leave must be used within the calendar year and shall not be cumulative from year to year.

#### ARTICLE VIII

A. Leave of absence without pay may be granted, at the discretion of the Board to permanent employees, for any reason considered good by the Welfare Board, for a period not to exceed 3 months. Such leaves may be renewed by the Welfare Board for a period not to exceed 3 months.

B. Employees granted leave of absence without pay shall not acquire sick leave or vacation leave during the months of their absence.

#### ARTICLE IX

The sick leave policy for employees of the Board shall be in accordance with Civil Service Rules and New Jersey Statutes, Title 11:24A-3.

## ARTICLE X

A. Grievances mean complaints by employees that there has been an unfair, inequitable or unjust treatment of him in regard to the performance of his duties. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the Administration, and have the grievance adjusted without the intervention of the Association.

### B. Steps of the Grievance Procedure:

Step 1. a. An aggrieved employee shall institute action under the provisions hereof in writing, signed and delivered to his supervisor within 15 working days of the occurrence complained of. Failure to act within 15 days shall be deemed to constitute an abandonment of the grievance.

b. The Supervisor shall render a decision in writing within 5 working days after receipt of the grievance.

Step 2. a. In the event a satisfactory settlement has not been reached, the employee shall, in writing and signed, file his complaint with the Director of Welfare within 5 working days following the determination by the Supervisor.

b. The Director of Welfare or his representatives shall conduct a hearing within 5 working days from the receipt of the complaint.

c. The Director shall render his decision in non-disciplinary matters within 10 working days. On disciplinary matters resulting in suspension, the Director shall submit his findings of fact to the

aggrieved person and the Board within 10 working days following the hearing.

Step 3. Should the employee disagree with the findings of the Director or his representative the employee may, within 3 days, submit to the Board a statement in writing and signed as to the issues in dispute and request a hearing. The Board shall at its next regular meeting review the decision of the Director, hold such hearing, and will render a decision thereon within the next 5 working days.

The employee in the various steps of this grievance procedure may be represented by a member of the grievance committee of the Association.

#### ARTICLE XI

A. Effective January 1, 1972 all employees covered by this Agreement shall receive an across-the-board wage increase in the amount of 6% of their current salary (as of December 31, 1971) adjusted to the nearest multiple of \$60.00 in their classification. No employee will be able to earn more than the maximum allowable annual salary for his job title as it appears below:

<u>JOB TITLE</u>	<u>SALARY RANGE</u>
RECEPTIONIST, CLERK, SERVICE AIDE TRAINEE	\$4020-\$5460
CLERK TYPIST, SOCIAL SERVICE AIDE	4200-5640
CLERK TRANS., MULT.OPER., KEYPUNCH OPER., ACC.CLK.	4380-5820
TELE.OPER., REC.& INT.SP., CL.TYP.& INT., ACC.CLK.(TYP.)	4500-6420
SR. CLERK	4740-6660
HOMEMAKER	4740-6660
SR. HOMEMAKER	4980-6900
SR. ACC. CL., SR.CL.TRANS., SR.CL.TYP., SR.ACC.CL.TYP.	4980-6900
WELFARE AIDE	5460-7380
PRIN.ACC.CL., PRIN.CL.TYP., PRIN. CLERK	5940-8340
PRIN. TAB. OPER.	6000-8400
PRIN. CLERK STENO.	6300-8700
INVESTIGATOR, CASEWORKER	7500-9900
SUPERVISOR OF CASEWORKERS	9180-12,540

#### ARTICLE XII

The Camden County Welfare Board shall pay a clothing maintenance allowance of \$25.00 per year to all employees classified

as Home Service Aides and Senior Homemakers who wear uniforms in operational duties effective January 1, 1972.

ARTICLE XIII - AUTOMOBILE LIABILITY INSURANCE

A. The Employer shall pay 1/2 of the standard rate of automobile liability insurance to an insurance carrier of its choice for all employees required to have automobiles and who agree to be insured by said carrier for the following amounts of insurance: \$100/300,000. for public liability -- \$10,000.00 property damage -- \$1,000.00 medical.

B. The Employer shall pay \$80.00 per year to each employee required to have automobiles, but who choose to contract for the equivalent insurance with an insurance carrier other than the one selected by the employer, provided that the employee shall show proof of coverage and proof of payment for such coverage to the employer prior to payment of the \$80.00.

ARTICLE XIV

The Welfare Board shall provide clean and safe offices for employees. If working conditions are not maintained, employees have the right to present difficulties to their Grievance Committee who would then present the problem to the Welfare Board.

The Employer agrees to have an Association member appointed by the President of the Association to work with the Board's Building and Maintenance Committee.

The Employer shall provide an employee's lunchroom (approximately 500 square feet) and an adjacent conference room (approximately 500 square feet) at 808 Market Street, Camden, N. J.

provided that the employer obtains at least 3500 square feet of space in addition to the amount of space available on January 1, 1972 at 808 Market Street, Camden, N. J.

#### ARTICLE XV

It is understood by the parties that the number of applicants who shall be granted educational leave for Masters of Social Work Degree is to be negotiated each year by the parties. The stipend fixed for the designated applicants who are granted leave shall be the maximum amount provided for by the appropriate state and/or federal authorities. The designated applicant is to be permitted to select any accredited graduate school of social work in the continental United States, which is approved by the Department of Institutions and Agencies.

#### ARTICLE XVI

This Agreement shall remain in full force and effect from January 1, 1972 through December 31, 1972. Negotiations over a successor contract shall begin not later than September 15, 1972 at the request of either party, a copy of which written request shall be delivered to the other party. This Agreement is subject to the provision of funds for the purpose of enacting the salary increments by the Board of Chosen Freeholders of Camden County and the State of New Jersey, Department of Institutions and Agencies, Division of Public Welfare.

IN WITNESS WHEREOF the parties have caused the same  
to be executed by its respective officers on the 20th day of June ,  
1972.

CAMDEN COUNTY WELFARE  
BOARD EMPLOYEES ASSOCIATION

Mary Knott President  
President  
Sharon Lee Secretary  
Secretary

CAMDEN COUNTY WELFARE BOARD

John A. Lane  
Chairman  
Helen Segal  
Secretary-Treasurer

The above contract is approved by:

BOARD OF CHOSEN FREEHOLDERS OF  
THE COUNTY OF CAMDEN

Thomas J. Kenney  
Thomas J. Kenney, Jr., Chairman

The above contract is approved by:

DEPARTMENT OF INSTITUTIONS & AGENCIES  
DIVISION OF PUBLIC WELFARE

Frank A. Mason

Frank A. Mason, Director,  
Office of Employee Relations  
Governor's Office